

# Advance

Spring 2014

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GEORGIA SOUTHERN CONTINUING EDUCATION

# Advance.



SPRING CATALOG 2014

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Barbara Price, Ph.D., Interim Associate V.P. of Continuing Education

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**Continuing Education****P.O. Box 8124****Georgia Southern University****Statesboro, GA 30460-8124****In Person***Drop by our offices***Nessmith-Lane Conference Center****First Floor****Plant Drive****Georgia Southern University****Monday through Friday, 8 a.m. to 5 p.m.****By Phone****Phone: 912.478.5551 or Toll Free: 1.855.478.5551***Please have your VISA, MASTERCARD or**AMERICAN EXPRESS Card number ready.***By FAX****FAX: 912.478.0847****By Email**[conted@georgiasouthern.edu](mailto:conted@georgiasouthern.edu)**Access our Staff**

The staff is available to assist with program development tasks including needs assessment, program planning, program administration and coordination, fiscal management, marketing and program evaluation. A full range of meeting planning and conference services is available, as well as in-house (contract) training programs for businesses, industries, institutions and agencies. Call 912.478.5555 for more information.

ADMINISTRATIVE OFFICES: P.O. Box 8124, Statesboro, Ga. 30460-8124

Barbara A. Price, Ph.D. • Interim Associate Vice President  
Division of Continuing Education  
Office of the Provost & Vice-President of Academic Affairs  
912.478.5966 • [baprice@georgiasouthern.edu](mailto:baprice@georgiasouthern.edu)

Tina Brookins • Secretary to the Associate Vice President  
Division of Continuing Education  
912.478.5118 • [tbrookin@georgiasouthern.edu](mailto:tbrookin@georgiasouthern.edu)

**For complete details about our upcoming programs****visit the website @****[GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted)****We make it easy to answer all your questions.****COMPUTER SKILLS CLASSES**

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**WORKPLACE MANAGEMENT PROGRAMS**

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## Welcome!

**ADVANCE** provides information and opportunities to enroll in our professional and personal development offerings or to make use of our excellent facilities in Statesboro and Savannah, Ga. The mission of the Division of Continuing Education is to serve as the educational liaison between the academic colleges and administrative units at Georgia Southern University and our constituents – citizens, companies, governmental units, non-profit agencies and professional organizations – of this region, state, nation and world in delivering lifelong learning opportunities.

### The Division's diverse course offerings include:

- Non-credit online and face-to-face classes designed to promote personal and professional development solutions.
- Conference service offerings to meet re-certification or credentialing needs.
- Innovative, mobile and agile solution services to meet the professional and workforce development needs of businesses (small and large), non-profit organizations and governmental agencies.



### The Division offers two premier, technologically advanced meeting facilities:

- The Nessmith-Lane Conference Center, the Division's Statesboro home, is a popular choice for meetings and events and hosts a variety of conferences, seminars, summer camps, weddings and meetings.
- The Coastal Georgia Center (CGC), located in historic Savannah, Ga., offers a site well-equipped for professional development offerings and conferences. In addition, the Coastal Georgia Center offers free parking for 150 vehicles and office space that can serve as a temporary home for businesses wishing to locate in Savannah.
- Both facilities offer the ability for teleconference meetings.

Through our conference services area, we work closely with the academic colleges and other professional associations to manage and promote all of the activities associated with providing you with Professional Learning Units (PLUs) or Continuing Education Units (CEUs) to meet re-certification requirements. We also have licensing agreements with organizations such as the National Association of Social Workers, Georgia State Board of Nursing Home Administrators, Georgia Association of Marriage and Family Therapy, Licensed Professional Counselors of Georgia and Peace Officers Standards and Training.

Through our solution services area, our primary focus is delivering customized non-academic credit, professional development and certificate training to businesses and organizations in our region. In addition, we provide workforce development courses to support lifelong learning, continuing education and career enhancement. Our long-range vision is to be able to "provide professional training virtually anywhere in the world." Through innovation, mobility and agility, we will strive to think creatively, respond quickly and be flexible in meeting your needs. We work in partnership with the Society for Human Resource Management (SHRM), The Fiber Optic Association (FOA) and HR Certification Institute (HRCI).

Please feel free to contact me should you like further information. We would like to discuss our offerings with you.

**Barbara A. Price, Ph.D.**

Interim Associate Vice President, Division of Continuing Education  
Office of the Provost & Vice-President of Academic Affairs  
Georgia Southern University

## *“ The Place that Makes Any Meeting an Event ”*

Located on the campus of Georgia Southern University, the state-of-the-art Nessmith-Lane Conference Center offers all of the services of a first-rate conference center.

Whether you are planning a conference, business meeting, executive retreat, workshop, seminar, symposia or wedding reception, our friendly and knowledgeable staff are waiting to serve your needs.

### NESSMITH-LANE CONFERENCE CENTER

The Nessmith-Lane Conference Center is home to the Division of Continuing Education. The mission of the Division is to serve as the educational liaison between the academic colleges and administrative units at Georgia Southern University and our constituents – citizens, companies, governmental units, non-profit agencies and professional organizations – of this region, state, nation and world in delivering lifelong learning opportunities.

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- Audio visual support
- Conference planning services
- Southern Ballroom to accommodate up to 400 people (buffet)
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- Convenient free parking

For more information, please contact 912.478.5555 or visit [GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted)







The COASTAL GEORGIA CENTER is a conference, classroom and meeting venue nestled in the heart of the beautiful Historic District of Savannah, Ga. adjacent to the Savannah Visitors Center and Savannah History Museum. The Center is operated by Georgia Southern University in partnership with Armstrong Atlantic State University and Savannah State University.

**Located in Historic Downtown Savannah the center features:**

- 52,000 square feet of meeting space
- Wireless Internet access
- Computer labs
- Meeting rooms of various sizes
- 370-seat auditorium
- Short and long term rental of office space
- Experienced and friendly staff
- Audio visual support
- Video conference capabilities
- A variety of local caterers
- 150 free and convenient parking spaces



The staff at the Coastal Georgia Center looks forward to serving you and providing quality service for your meeting and conference needs.

For more information, please contact us at 912.651.2005 or visit [GeorgiaSouthern.edu/cgc](http://GeorgiaSouthern.edu/cgc)



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 912.651.2005



## SAVANNAH

### CERTIFIED FIBER OPTICS TECHNICIAN COURSE (CFOT)

14CACCE2474A

Now with a reduced fee for early registration, this three-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. Learn industry standards governing FTTD (Fiber to the Desk), FTTH (Fiber to the Home) and K-12 (Schools) and understand the difference between Zone and Distribution Cabling. Through a combination of lecture and 85% hands-on activities, you will prepare to take the CFOT (Certified Fiber Optic Technician) test sanctioned by the FOA (Fiber Optics Association) and given and graded on the final class day.

**Dates:** Monday, 3/10/2014 to Wednesday, 3/12/2014

**Time:** 8 a.m. to 5 p.m., lunch on your own

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost per class:** \$700 / \$725 late registration after noon, Friday, 2/14/2014. (Fee includes course materials and certification exam).

**Registration closes** at noon, Monday, 2/24/2014

**Book** included in each course: *The FOA Reference Guide to Fiber Optics* written by Mr. Jim Hayes.

**Payment due:** within 10 business days after registration or no later than the registration close date, whichever is earlier.

**Instructor:** Peter Morcombe, CFOT, CFOS/I



## SAVANNAH

### CERTIFIED FIBER OPTICS SPECIALIST IN TESTING AND MAINTENANCE (CFOS/T)

14CACCE2475A

This two-day (16-hour) program is designed to offer specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. This advanced fiber optics training is strictly a practical course, but includes more background information than is typical in basic courses to allow the student to understand what they are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks.

**Prerequisites:** FOA CFOT Course or any other formal fiber optics training course within the last six months, or one year fiber optics related experience.

**Dates:** Thursday, 3/13/2014 to Friday, 3/14/2014

**Time:** 8 a.m. to 5 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost per class:** \$675 / \$700 late registration after noon, Friday, 2/14/2014. (Fee includes course materials and certification exam).

**Registration closes** at noon, Monday, 2/24/2014

**Book** included in each course: *The FOA Reference Guide to Fiber Optics* written by Mr. Jim Hayes.

**Payment due:** within 10 business days after registration or no later than the registration close date, whichever is earlier

**Instructor:** Peter Morcombe, CFOT, CFOS/I

## SAVANNAH

### SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

14DAABA1010A

Human resource issues impact every company in some way. Whether you are new to HR or HR is one of many roles you fulfill at your firm, this program covers the key HR topics you need to know. Learn the essentials for handling HR challenges including employment law, effective recruitment, compensation systems, employee orientation and training, the appraisal process, coaching and discipline. You will also become familiar with key pieces of federal legislation including sexual harassment, age discrimination and the FMLA. This program is run in partnership with the Society for HR Management (SHRM). All course materials are included in the fee.

**Thursday, 5/1/2014 to Friday, 5/2/2014**

**Time:** 8:30 a.m. to 5 p.m., lunch on your own

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$549 per person / non-SHRM member

**\$499 per person / SHRM national or chapter member**

**SHRM discount ends:** Monday, 4/8/2014

**Registration closes noon, Thursday, 4/17/2014**

**Instructor:** A long-time instructor for the University's Continuing Education HR courses, Bill Dugle, M.B.A., is a retired vice president of human resources for an international corporation.



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## SAVANNAH

### LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

14CAABA1020A

Job satisfaction is closely tied to the people skills of a worker's direct manager or supervisor. These soft skills include motivating/coaching employees, delegating responsibility, communicating effectively, solving problems, resolving conflicts and managing change. Learn the essential areas of effective management, including understanding leadership styles, coordinating teams and assisting those you supervise to do their job better. Class members are provided with information and ideas that they can apply in the workplace.

**Dates:** Wednesdays, 2/19/2014 to 4/16/2014  
**NOTE:** There is no class session 3/19/2014

**Time:** 8:30 a.m. to 12:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Registration Fee:** \$675 per person

**Late Registration Fee:** \$775

**Corporate Registration Fee:** \$625 (4 or more from the same firm)

**Late Corporate Registration Fee:** \$725

**Registration discounts end** at noon, Wednesday, 1/29/2014

**Registration closes** at noon, Wednesday, 2/5/2014

**Instructors:** Trey Denton, Bob Hoell, Stephanie Sipe and Chris Welter, College of Business Administration faculty members.

## SAVANNAH

### CERTIFICATE IN PROFESSIONAL HR MANAGEMENT (SHRM LEARNING SYSTEM)

#### 14CAABA1006A

The SHRM Learning System course is offered nationwide to help HR practitioners prepare for the Professional in Human Resources/ Senior Professional in Human Resources (PHR/SPHR) certification exam. Offered in partnership with the Society for Human Resource Management, it includes 33 hours of classroom review, six print modules and a wide range of online study materials. Our instructors draw on their own experiences as HR practitioners to help you develop a more in-depth understanding of topics you may never have encountered in the workplace. The national pass rate exceeds all other prep courses. All course materials are included in the fee.

**Mandatory Orientation**, Wednesday, 2/12/2014, 6 p.m. to 8 p.m., Coastal Georgia Center, Savannah, Ga.

**Dates:** Mondays, 2/17/2014 to 5/5/2014

**Time:** 6 to 9 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$965 SHRM member / \$1040 non-SHRM member

**Late rate:** \$1140 after noon, Tuesday, 1/21/2014

**Registration ends:** noon, Friday, 1/31/2014

**Instructors:** Bill Dugle, Erin Flothmeier, Susan Pinkston and Phillip Tremble are all current or retired HR leaders and experienced course instructors. Each has an SPHR certification, a related master's degree, or both.



## SAVANNAH

### PROJECT MANAGEMENT – BASICS

#### 14CACCE4353A

This course provides an overview of the ten knowledge-based principles for managing successful projects: scope, integration, communication, time, cost, procurement, risk management, quality control, human resources and project stakeholder management. The training includes practical exercises and an in-class group project. Participants receive a manual, electronic forms and other resource materials. Source: Project Management Body of Knowledge, Project Management Institute PMI® best business practices.

**Dates:** Friday, 2/7/2014, Tuesday, 2/18/2014, and Thursday, 2/20/2014

**Time:** 9 a.m. to 3:30 p.m. on Friday, and 6 to 9 p.m. on Tuesday and Thursday

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$650 per person

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.

## SAVANNAH

### LEADING ORGANIZATIONAL CHANGE THROUGH TEAMWORK

#### 14CACCE6123A

The ability to manage change and build effective teams is the underpinning of a learning organization. Businesses need to be nimble and adapt to change — or risk losing market share and/or underserving their stakeholders.

Designed for business leaders and HR practitioners, this 2-hour workshop will teach you change management, team-building and organizational learning. The instructor will review the challenges and benefits of managing change within an organization, as well as the power of teamwork.

**Date:** Wednesday, 1/29/2014

**Time:** 8:30 to 10:30 a.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$75 per person / \$65 corporate rate (four or more from one firm)

**Registration closes at noon, Friday, 1/24/2014**

**Instructor:** Frank Mendelson combines expertise in organizational training, teaching university business classes and editing business journals. He holds an M.S. degree in urban and environmental studies/business management from Rensselaer Polytechnic Institute.



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## SAVANNAH

### PROJECT MANAGEMENT – REAL WORLD APPLICATIONS

#### 14CACCE4354A

Discover a documented step-by-step guideline for managing projects. Students will be exposed to a wide variety of strategic and real world scenarios. Course Outline: Day 1, Initiation and Closing Projects; Day 2, Success Planning for Projects; Day 3, Project Simulation for Execution; Day 4, Project Control and Project Manager Professional Responsibility.

**Dates:** Friday, 3/7/2014, Tuesday, 3/25/2014, Thursday, 3/27/2014; Friday, 4/11/2014, Tuesday, 4/29/2014 and Thursday, 5/1/2014

**Time:** 9 a.m. to 3:30 p.m. on Fridays, and 6 p.m. to 9 p.m. on Tuesdays and Thursdays

**Cost:** \$1,300 per person (includes a copy of the PMBOK® from PMI. New fifth edition)

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Doug Winters, PMP, SSBB is a Project Management Professional® certified by the Project Management Institute® and a Six Sigma Black Belt certified by Southern Polytechnic State University.



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*Georgia Southern University is officially designated by the HR Certification Institute as an Approved Provider of recertification continuing education and training.*

*Upon completing each Legal Awareness in the Workplace (LAW) seminar, you'll receive 1.5 credit hours toward PHR, SPHR or GPHR recertification that complies with the rules of the HR Certification Institute.*

## BRUNSWICK

### LAW 106: IMMIGRATION COMPLIANCE ISSUES FOR BUSINESSES

**14CACCE2057A**

Human resource professionals need to know when and how their firms should use E-Verify and how to comply with I-9 regulations. Over-reliance on automation can lead to claims of document abuse or national origin discrimination. In addition, HR personnel should be aware of the Department of Homeland Security's current approach to issues of possible illegal immigrants in the workplace. This seminar will also assess any new immigration reform legislation being considered by Congress and how it might affect local firms.

**Date:** Tuesday, 2/11/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Friday, 2/7/2014

**Location:** HunterMaclean Brunswick, Brunswick, Ga.

**Instructor:** Sarah Lamar, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

## BRUNSWICK

### LAW 125: DISCRIMINATION AND HOSTILE WORK ENVIRONMENT – WHAT YOU NEED TO KNOW

**14DACCE6140A**

Discrimination and harassment claims occur in even the best firms. Learn what qualifies as discrimination, who can be charged with harassment and how best to reduce the likelihood of these charges in the workplace. Specifics include the policies and training to ensure the best workplace environment and the requirements for investigation if a case arises.

**Date:** Tuesday, 5/6/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Friday, 5/2/2014

**Location:** HunterMaclean Brunswick, Brunswick, Ga.

**Instructor:** Wade Herring, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

## SAVANNAH

### LAW 126: BEST PRACTICES IN THE HIRING PROCESS, INCLUDING BACKGROUND CHECKS

**14DACCE6139A**

Each time your firm seeks a new employee, you must follow federal requirements and determine how much background information is needed. Learn which steps are required and which are optional in the position ad, E-verify, employment history verification, school record review, criminal history check and credit history request.

**Date:** Tuesday, 4/1/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Friday, 3/28/2014

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Wade Herring, employment law attorney from the HunterMaclean law firm in Savannah, Ga.

## SAVANNAH

### LAW 117: ADDRESSING EMPLOYEE LEAVE ISSUES

**14DACCE2838A**

Employee leave issues are the focus of this seminar. In addition to leave requirements under the FMLA, the ADA and state Worker Compensation laws, various federal and state laws provide for employee leave or job protections for military service, jury duty and voting, among other situations. Is your firm in compliance?

**Date:** Tuesday, 6/10/2014

**Time:** 6 to 7:30 p.m.

**Cost:** \$59 per person per class; Corporate rate: \$55 per person for four or more per firm

**Registration** closes at noon, Friday, 6/6/2104

**Location:** Coastal Georgia Center, Savannah, Ga.

**Instructor:** Shawn Kachmar, employment law attorney from the HunterMaclean law firm in Savannah, Ga.





## **SOUTHERN CONFERENCE ON CHILDREN**

**14CAAHS1208A**

This one-day conference will provide you with valuable information on current child-related topics. Leaders in family and child studies, early childhood education and professionals in related fields will identify and discuss trends and techniques for working with young children.

**Date:** Saturday, 1/25/2014

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

## **PROFESSIONAL PERSPECTIVES ON FAMILY AND WORKPLACE VIOLENCE CONFERENCE**

**14CACCE4307A**

This one-day conference will focus on collaborations with local partners. It is designed to close gaps and improve access of care and support on a local, state and regional level. This includes access to resources, recognition of different types of violence, as well as offering participant's best practices and tools to implement in their current focus.

**Date:** Friday, 1/31/2014

**Location:** Quality Inn & Suites, Statesboro, Ga.

## **SAVANNAH**

## **CROSS-CULTURAL COUNSELING AND EDUCATION CONFERENCE FOR RESEARCH, ACTION, AND CHANGE**

**14CAAED1439A**

This conference focuses on racial identity development (Black, White, and other people of color), ethnic identity development (African American, European American and other ethnic groups), and gender and sexual orientation, from infancy through adult maturity. An understanding of this development is necessary to understand the dynamics of multi-ethnic and multi-racial groups in the United States. The workshop embraces an anti-oppressive and multicultural perspective.

**Dates:** Friday, 2/7/2014 to 2/8/2014

**Location:** Coastal Georgia Center, Savannah, Ga.

## **SAVANNAH**

## **NATIONAL YOUTH-AT-RISK CONFERENCE**

**14CAAED1133A**

We are pleased to announce the upcoming 25<sup>th</sup> Anniversary of the Annual National Youth-At-Risk Conference. This special commemorative conference will showcase dynamic keynote presenters and entertainment. Join us and celebrate 25 years of dedication to successfully training educators who serve youth! Choose from over 100 training sessions featuring research-based programs and best practices for creating safe, healthy, caring and intellectually empowering educational environments that foster the well-being of all children and adolescents. Also, take time to network with colleagues, visit exhibitors and enjoy the evening entertainment of historic Savannah.

**Dates:** Sunday to Wednesday, 3/2/2014 to 3/5/2014

**Location:** Hyatt Regency Hotel, Savannah, Ga.

## **STATESBORO**

## **GEORGIA SCHOLARSHIP OF STEM TEACHING AND LEARNING CONFERENCE**

**14CAAED4755A**

With sponsorship from the University System of Georgia (USG) Board of Regents, Georgia Southern University will host a one-day conference for educators, students, industry professionals and research institutions with interests in the Scholarship of STEM Teaching and Learning. Participants are invited from all USG colleges and universities, private higher education institutions within the state, industry, research institutions and local area K-12 schools.

**Dates:** Friday, 3/7/2014

**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

## **SAVANNAH**

## **SoTL COMMONS CONFERENCE**

**14CAAET2219A**

The conference brings together people engaging in SoTL and anyone wanting to improve student learning outcomes in higher education today. The conference reinforces that college teaching is intellectual work that is enhanced both by disciplinary scholarship and the scholarship on teaching the disciplines (SoTL). The SoTL Commons Conference is a catalyst for learning, conversations and collaborations about SoTL as a key, evidence-based way to improve student learning.

**Dates:** Wednesday to Friday, 3/26/2014 to 3/28/2014

**Location:** Coastal Georgia Center, Savannah, Ga.

**For complete details about our upcoming conferences  
visit the website @**

***GeorgiaSouthern.edu/conted***

**We make it easy to answer all your questions.**

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**SAVANNAH**

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**SOUTHEAST COASTAL CONFERENCE  
ON LANGUAGES AND LITERATURES****14CAALA1389A**

The Department of Foreign Languages would like to invite you to its Annual Southeast Coastal Conference on Languages & Literatures (SECCLL). This conference includes topics in Arabic (new), French, German, Spanish, Hispanic Linguistics, Classics, Comparative Literature, East Asian/Chinese (new), and Special Topics in language, literature, culture, pedagogy and film. SECCLL also encourages the participation of graduate students.

**Dates:** Thursday to Friday, 3/27/2014 to 3/28/2014**Location:** Coastal Georgia Center, Savannah, Ga.

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**SAVANNAH**

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**STUDENT SUCCESS IN WRITING  
CONFERENCE****14CALWL4117A**

The Student Success in Writing Conference promotes the success of students in writing courses at the secondary and postsecondary levels. The conference also seeks to establish and maintain dialogue between college and high school educators. We are committed to offering practical workshops and theoretical presentations on topics related to the teaching and craft of writing. Our audience includes two year and four year college faculty, high school teachers, administrators, librarians and information specialists and graduate students.

**Date:** Friday, 4/4/2013**Location:** Coastal Georgia Center, Savannah, Ga.

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**STATESBORO**

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**UNDERSTANDING DEMENTIA AND  
ALZHEIMER'S CONFERENCE****14DACCE2369A**

This one-day conference will provide the attendees with cutting-edge information about dementia, Alzheimer's disease and forgetfulness. The conference will provide health care professionals and caregivers with positive approaches for working with persons with dementia. Instructors will discriminate among the terms: dementia, Alzheimer's disease and forgetfulness. They will describe symptoms that commonly occur with Alzheimer's disease/dementia based on brain damage; recognize behaviors that are indicative of dementia-related conditions.

**Date:** Monday, 4/21/2014**Location:** Nessmith-Lane Conference Center, Statesboro, Ga.

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**SAVANNAH**

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**SOUTHEAST CONFERENCE  
ON POSITIVE BEHAVIOR  
INTERVENTIONS AND SUPPORT****14DAAED4455A**

This conference focuses on providing in-depth training for teachers by providing different trainings within the specific tiers of PBIS. The topics for this year's conference include Foundations of PBIS, PBIS Sustainability, Bullying, Wraparound within Behavior Support and Cultural Responsibility. Participants will attend sessions specific to their stage of PBIS development.

**Date:** Sunday to Tuesday, 6/8/2014 to 6/10/2014**Location:** Coastal Georgia Center, Savannah, Ga.

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**SAVANNAH**

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**ADVANCE PRACTICE UPDATE****14DAHNU1164A**

This Annual Update is an opportunity for nurse practitioners, public health nurses, certified nurse midwives, clinical nurse specialists, and physician assistants to attend multiple sessions on various clinical topics.

**Date:** Monday to Tuesday, 6/9/2014 to 6/10/2014**Location:** Medical Education Auditorium, Memorial University Medical Center, Savannah, Ga.

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**SAVANNAH**

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**CURRICULUM STUDIES SUMMER  
COLLABORATIVE (CSSC)  
CONFERENCE****14DAAED4340A**

The Collaborative was developed to promote dialogue and cooperative action among established and emerging curriculum scholars. It is a process-oriented, generative space intended to support the work of the field.

**Date:** Wednesday to Saturday, 6/11/2014 to 6/14/2014**Location:** The Inn at Ellis Square, Savannah, GA

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## SAVANNAH

### DIGITAL IMAGING BASICS

**14CACCE4550A**

Learn about digital photography, its language and equipment. Familiarize yourself with your digital camera's scene modes and menu options, how megapixels affect your print size and quality, the difference between dpi and ppi, information on different file types and storage and print options. Learn how to transfer images from your camera to your PC, organize images using Microsoft Live Photo Gallery and share your images by email, web sharing, CD/DVD or USB drives.

**Dates:** Tuesday, 1/28/2014 and Thursday, 1/30/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$75 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### CREATIVE DIGITAL PHOTOGRAPHY

**14CACCE4552A**

Go in-depth into photography principles, aperture and shutter combinations, bracketing and composition. Spend time in the field and the classroom. You'll need a DSLR camera, changeable lenses, a tripod, and you must be able to write files to a USB drive for critiques.

**Date:** Tuesdays, 2/4/2014 to 2/18/2014 and Saturdays, 2/8/14 and 2/15/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Tuesdays and 8 to 10 a.m. on Saturdays

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$100 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### PORTRAIT PHOTOGRAPHY

**14CACCE4627A**

This creative class will teach you how to use off-camera flash, studio lighting, available light and photo editing to create flattering portraits of your subjects—people, pets, faces and more. Any camera and prints or digital files will be accepted.

*Suggested prerequisite: Creative Photography.*

**Date:** Tuesdays, 3/4/2014 to 3/18/2014 and Saturday, 3/8/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Tuesdays and 8 to 10 a.m. on Saturday

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$90 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design (SCAD), and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### ADVANCED CREATIVE PHOTOGRAPHY

**14CACCE4629A**

Hone exposures using the Zone System and continue to work with Gestalt Principles and basic composition rules. Spend time in the classroom and in the field. You will need a DSLR camera (full manual mode), changeable lenses, a tripod and a USB drive.

**Date:** Mondays, 3/31/2014 to 4/14/2014 and Saturdays, 4/5/2014 and 4/12/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Wednesdays and 8 to 10 a.m. on Saturdays

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$100 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### BETTER PHOTOS FOR MARRIEDS-WITH-CHILDREN

**14DACCE6109A**

This photography class is a way to acquire a few must-know tips for using the creative controls and features of your camera to get the best photos in a variety of lighting situations. By the time class is finished, you will have a few tried and true techniques to rely on. The field trip will be a great time to bring a child or friend for hands-on learning!

**Dates:** Tuesdays, 5/6/2014 to 5/20/2014 and Saturday, 5/10/2014 (in the field)

**Time:** 6:30 to 8:30 p.m. on Tuesdays and 8 to 10 a.m. on Saturdays

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.

## SAVANNAH

### GETTING THE MOST FROM ADOBE LIGHTROOM

**14DACCE6110A**

Lightroom is a photo editing program used by amateurs and pros to organize, edit and export. This class will show you how the program can be used as part of an effective workflow process: importing, editing, using/creating presets, identity plates and watermarks, create and print set-ups using templates, as well as exporting/using plug-ins.

**Date:** Mondays, 6/2/2014 to 6/23/2014

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Paula Williamson holds an M.F.A. from the Savannah College of Art and Design and has worked as a commercial photographer since 1982. Her knowledge of photography runs the gamut from historical processes to digital media.



## SAVANNAH

### CRITICAL READING PREP FOR THE SAT

#### 14CACCE5004A

This course focuses on strategies in active reading that pertain specifically to the SAT. While improving their vocabulary, students will learn to identify key words, recognize main ideas/themes, draw conclusions and make inferences. By improving these skills, students will enhance their ability to read critically for increased comprehension and be able to approach the SAT with confidence and the necessary tools for optimal results.

**Date:** Mondays, 1/27/2014 to 3/3/2014

**Time:** 6 to 8 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$160 per person; \$135 per person for groups of 3 or more. *Students will need to purchase The Official SAT Study Guide, 2<sup>nd</sup> edition, approximate cost \$13*

**Instructor:** Dr. Katherine Bennett has taught reading and developmental English at the University of South Carolina in Spartanburg. She is a full professor of criminal justice at Armstrong Atlantic State University.

## SAVANNAH

### MATH PREP FOR THE SAT

#### 14CACCE5000A

This course gives students the necessary practice, thinking strategies and skills development needed for maximizing scores on the math portion of the SAT. They will review the use of various formulas essential to solving problems and receive information on effective strategies for increasing the likelihood of answering problems correctly. They will take practice tests in class and will also learn exercises for relieving test anxiety.

**Date:** Tuesdays, 1/28/2014 to 3/4/2014

**Time:** 6 to 8 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$160 per person; \$135 for groups of 3 or more. *Students will need to purchase The Official SAT Study Guide, 2<sup>nd</sup> edition, approximate cost \$13*

**Instructor:** Catherine Dickey has 32 years of experience in math instruction and curriculum development. She has been a candidate for the Georgia Presidential Award for excellence in Mathematics and Science instruction.

## STATESBORO

### PRIVATE PIANO LESSONS

#### 14CACCE6125A

Have you always wanted to learn to play the piano? Dr. Natalia da Roza teaches all ages and with any level of piano experience. She accepts students from novice through advance. Auditions will be given for placement. The individualized lessons are tailored for each student. Lessons will be one hour in length, once per week at an agreed upon time between student and instructor.

**Dates:** Mondays, 2/3/2014 to 4/21/2014

**Time:** 6 to 7 p.m.

**Location:** Foy Fine Arts Building, Statesboro, Ga.

**Cost:** \$360 for 12 lessons (\$30 per lesson)

**Instructor:** Dr. Natalia da Roza joined the Music Faculty at Georgia Southern University in 1986 as Head of the Piano Area, and after years of enjoying a fine reputation as teacher and clinician, she retired in 2006. She currently teaches piano students of all ages.

## SAVANNAH

### CREATIVE WRITING 1

#### 14CACCE4697A

Creative Writing 1 is an introductory course to the fundamental techniques of writing fiction and nonfiction forms. Instruction will explore research and interviewing techniques, narrative structure and scenic writing, dialogue, rhythm, pacing and the business of writing. The techniques learned in this class will apply to both fiction and nonfiction and are designed to lead into a more advanced Creative Writing 2 course.

**Dates:** Mondays, 1/27/2014 to 3/24/2014  
(No class on 3/17/2014, St. Patrick's Day)

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$200 per person

**Instructor:** Amy Condon earned an M.F.A. in writing from the Savannah College of Art and Design in 2011. Her published works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.

## SAVANNAH

### CREATIVE WRITING 2

#### 14DACCE4698A

Creative Writing 2 is designed for students with some experience in fiction and nonfiction storytelling. Students will have assigned readings and writing homework, which will be reviewed and critiqued workshop style by the instructor and classmates. Instruction will use student writing and outside readings to explore narrative structure and scenic writing, dialogue, character, place, word choice, rhythm, pacing and revision. Pieces of writing worthy of submission for publication is the goal, along with knowledge of strong narrative structures, beautiful and varying sentences, reading like a writer and refining the writer's voice.


**Dates:** Mondays, 4/14/2014 to 6/9/2014  
(No class on 5/26/2014, Memorial Day)

**Time:** 6:30 to 8:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$200 per person

**Instructor:** Amy Condon earned an M.F.A. in writing from the Savannah College of Art and Design in 2011. Her published works can be found in *Savannah Magazine*, *History Miami* and SCAD's Graduate Literary Journal.



*Whether you're brand new to MICROSOFT OFFICE or want to enhance your skills in its basic applications, you'll find what you need in these classes.*

## SAVANNAH

### MICROSOFT – EXCEL 1

**14CACCE4556B**

Looking for proficiency and confidence in basic Excel functionality? Our course covers the basic Excel environment, creating workbooks, navigating the working screen, formatting and navigating worksheets, entering data, entering labels and creating and working with charts.

**Dates:** Tuesday, 3/4/2014 and Thursday, 3/6/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## SAVANNAH

### MICROSOFT – WORD 1

**14CACCE4554A**

Participants will achieve proficiency and confidence in basic Word functionality including: working with documents, text and page formatting, clip art, themes/styles, tables, templates, mail merge and bulleted and numbered lists. You'll also acquire sound knowledge of the Office Ribbon.

**Dates:** Tuesday, 2/4/2014 and Thursday, 2/6/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## SAVANNAH

### MICROSOFT – ACCESS 1

**14CACCE4899A**

This Microsoft Access class will help you make the most of this powerful database program. You'll gain an understanding of the Access working environment and become proficient in tables, forms, reports, and queries. You'll define queries and criteria and extract data from tables. You'll create forms and reports, and then explore and enhance their properties.

**Dates:** Tuesday, 2/18/2014 and Thursday, 2/20/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## SAVANNAH

### MICROSOFT – EXCEL 2

**14CACCE4557A**

Advance in Excel. Acquire mastery over: formulas, functions, SUMIF Function, sorting data, applying shading, filtering data and text, summarizing data, data validation, formatting all cells using data bars or icon sets, creating macros and pivot table or pivot chart reports.

**Dates:** Tuesday, 3/25/2014 and Thursday, 3/27/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## SAVANNAH

### MICROSOFT – WORD 2

**14DACCE4555A**

Learn document preparation, formatting, finding and replacing, word count, thesaurus, outlines, references, tables, databases and tables of contents. Learn to add visual interest and appeal to your documents. Acquire confidence in forms, custom auto-correcting, creating tables and more.

**Dates:** Tuesday, 4/22/2014 and Thursday, 4/24/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## SAVANNAH

### MICROSOFT – POWERPOINT

**14DACCE4558A**

Create dynamic, persuasive PowerPoint presentations with effectiveness and confidence. Learn to create slides and change layouts, add slide transitions, use themes, add clip art, animation, and sound, insert charts and tables, create SmartArt diagrams, use hyperlinks and understand multimedia.

**Dates:** Tuesday, 5/6/2014 and Thursday, 5/8/2014

**Time:** 6:30 to 9:30 p.m.

**Location:** Coastal Georgia Center, Savannah, Ga.

**Cost:** \$95 per person

**Instructor:** Marcus Cook, an IT specialist and network engineer for the Savannah-Chatham County Public School System, has been successfully teaching Microsoft applications since the 1990s.

## ONLINE CERTIFICATE PROGRAMS

### LEARN ANYWHERE...ANYTIME, LEARNING OPPORTUNITIES AVAILABLE 24/7

Georgia Southern University, in partnership with ed2go (formerly Gatlin Education Services) and with LERN's UGotClass, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of student work and computer-graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Courses are all self-paced. The instructors respond to the student, not the other way around. Each course has a set of lessons and exams. Course requirements are included with each description.

#### COURSE AREAS:

- Health care and Fitness
- Business and Professional
- IT and Software Development
- Media and Design
- Management and Corporate
- Skilled Trades and Industrial
- Hospitality and Service Industry
- Sustainable Energy and Going Green

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Take ed2go courses anywhere and when it is most convenient for you. We offer hundreds of courses for adults and working professionals.

All six-week courses have specific start dates and provide two lessons per week (every Wednesday and Friday).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Each course includes a patient and caring instructor, lively discussions with your fellow students and plenty of practical information that you can put to immediate use.

#### WE OFFER COURSE AREAS IN:

Accounting • Business, Certification Prep, Child Care and Parenting, Computer Applications, Database Management and Programming, Digital Photography and Video, Management, Health Care, Hospitality Leisure and Life Enrichment, Grant Writing and Nonprofit Management, Start Your Own Business, Test Prep, Web Design and Graphics, Writing and Publishing, Languages.

A full listing of courses, descriptions, requirements, fees and instructor information are available at:

UGotClass: [yougotclass.org/catalog.cfm/Georgiasouthern](http://yougotclass.org/catalog.cfm/Georgiasouthern) and Education to Go: [gatlineducation.com/georgiasouthern/](http://gatlineducation.com/georgiasouthern/)



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## ONLINE 24/7

### COLLEGE ACCESS: CREATING A COLLEGE-GOING CULTURE

#### MODULES: STRATEGIES FOR SCHOOL COUNSELORS AND ENROLLMENT MANAGEMENT SPECIALISTS

These modules provide high quality, online professional learning to help school counselors and other K-12 faculty and staff understand the role they play in developing a college-going mission for all students and guide students in career awareness and planning and to make the appropriate post-secondary choices. Each module has been approved for 4 PLUs.

**Winter Dates:** Monday to Sunday, 1/13/2014 to 3/7/2014

**Spring Dates:** Monday to Sunday, 3/17/2014 to 5/16/2014

**Cost:** \$100 per person per module – Fee is reimbursed upon successful completion.

**Instructors:** LaVerne Ware, Julia S. Chibbaro, Kim Jackson-Allen, Teah Moore, Lynn Y. Jones and Julie Hartline, qualified counselors and educators.

#### MODULE (1): BUILDING A COLLEGE-GOING CULTURE FOR ALL STUDENTS

**14CACCE3059A • STARTS 1/13**

**14CACCE3059B • STARTS 3/17**

This module is designed to help school counselors and other K-12 faculty and staff understand the role they play in developing a college-going mission for all students, particularly students in poverty or facing other barriers in postsecondary planning. Additionally, this course will help counselors and other K-12 faculty and staff develop approaches for communicating and working with high-poverty students and diverse populations to remove barriers to high aspirations and achievement.

#### MODULE (2): COLLEGE, CAREER, AND ACADEMIC PLANNING

**14CACCE3060A • STARTS 1/13**

**14CACCE3060B • STARTS 3/17**

This module is designed to provide school counselors and other K-12 faculty and staff the information they need to engage and guide students in career awareness and planning, academic planning to align high school courses with career interest and college planning, and help students discover their "best fit" to make appropriate postsecondary choices. Additionally, this course will help counselors and other K-12 faculty and staff learn how to analyze students' progress toward their career and academic goals.

#### MODULE (3): FINANCIAL AID AND COLLEGE APPLICATIONS

**14CACCE3061A • STARTS 1/13**

**14CACCE3061B • STARTS 3/17**

This module is designed to help school counselors and other K-12 faculty and staff understand how to guide parents and students through the financial processes required for the college admission process.

#### MODULE (4): COLLEGE AND CAREER COUNSELING IN THE MIDDLE GRADES

**14CACCE6122A • STARTS 1/13**

**14CACCE6122B • STARTS 3/17**

This module is designed to develop and implement strategies that will engage middle grades students in career planning and academic achievement and help guide students to identify high school courses needed for careers and college.



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1. Visit our Online Instruction Center: [ed2go.com/gsu](http://ed2go.com/gsu)

2. Click the course link. Once you choose the department and course title you are interested in, select the **Enroll Now** button. Follow the instructions. Here you will choose a username and password that will grant you access to the classroom.

3. When your course starts, return to the Online Instruction Center and click the classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

### CURRENT PLU-APPROVED COURSES FOR TEACHERS

#### COMPUTER SKILLS

- Microsoft Access, Excel, PowerPoint and Word

#### TECHNOLOGY COMPETENCY FOR YOU OR YOUR STUDENTS

- The Classroom Computer
- Creating Web Pages I
- Designing Effective Websites
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel in the Classroom
- Microsoft PowerPoint in the Classroom
- Microsoft Word in the Classroom
- Photoshop Elements 7, 8, 9 for the Digital Photographer I and II

#### IMPROVING YOUR EFFECTIVENESS (NOT SUBJECT SPECIFIC)

- A to Z Grant Writing
- Creating K-12 Learning Materials
- The Creative Classroom
- Differentiated Instruction in the Classroom
- Get Assertive!
- Leadership
- Solving Classroom Discipline Problems I & II
- Survival Kit for New Teachers
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents
- Working Successfully With Learning Disabled Students
- Writing for Children

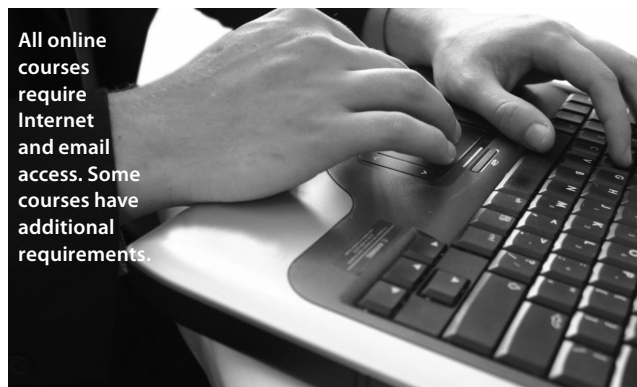
#### ENHANCING YOUR CORE CLASSES

- An Introduction to Teaching ESL/EFL
- Enhancing Language Development in Childhood
- Guided Reading and Writing (two classes)
- Ready, Set, Read!
- Singapore Math Strategies: Model Drawing for Grades 4-6
- Singapore Math: Number Sense and Computational Strategies
- Speed Spanish I, II & III
- Teaching ESL/EFL (Grammar, Reading, Vocabulary)
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Writing: Grades 4-6
- Writing for ESL

### PROFESSIONAL LEARNING UNITS (PLU'S)

Each Teacher Education Online Course qualifies for (two) Professional Learning Unit (PLU) credits. A form must be submitted to your Georgia Public School System employer. PLU credit is used by employees of Georgia Public School Systems who currently hold certificates in an approved field (certified teachers, school counselors, administrators, etc.) as credit toward RENEWING their existing certificates. In order to earn PLUs from Georgia, you must complete and submit a Prior Approval Form before registering for any Teacher Education online course. Find the Prior Approval Form at [GeorgiaSouthern.edu/conted](http://GeorgiaSouthern.edu/conted). You must pass the final exam with a score of 70 percent or better to earn credit.

For a full listing of courses, visit [www.ed2go.com/gsu](http://www.ed2go.com/gsu)



All online courses require Internet and email access. Some courses have additional requirements.

## ONLINE SUSTAINABILITY ADVISOR CERTIFICATE PROGRAM

**14CACCE4447A**

Are you interested in sustainability, but don't know much about it? Have you been asked to lead the green team in your office, but lack the background? This eight-week, online certificate program will provide you with both the background and the practical knowledge to actually improve sustainability in your home and business. The course includes five modules: Introduction to Sustainability, Water, Waste, Energy and Green Building. Participants will view videos, listen to lectures, engage in discussions, complete assignments and take quizzes to learn the information and practice the skills presented.

**Dates:** Wednesday to Tuesday, 1/29/2014 to 3/26/2014

**Cost:** \$385 per person

**Instructor:** Dr. Lissa Legee directs the Center for Sustainability at Georgia Southern University where she is a professor of biology. She developed the concept for this course with Thatcher Young, formerly of the Sustainability Division of the Georgia Department of Natural Resources and contributed to each of the five modules.

## Continuing Education EASY WAYS TO REGISTER

**ONLINE:** *GeorgiaSouthern.edu/conted*  
**FAX:** 912.478.0847  
**PHONE:** Call toll free 1.855.478.5551 and use a credit card.  
**IN PERSON:** Monday to Friday, 8 a.m. to 5 p.m. EST  
Nessmith-Lane Conference Center, Statesboro, Ga.

**MAIL TO:** CONTINUING EDUCATION REGISTRATIONS  
Georgia Southern University  
P.O. Box 8124, Statesboro, GA 30460-8124

Program Name: \_\_\_\_\_

Program Fee (\$): \_\_\_\_\_

Program Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Street Address ☐ Home ☐ Work: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email (Required for email receipt): \_\_\_\_\_

### PAYMENT OPTIONS

☐ Personal check made payable to Georgia Southern University ☐ Company check made payable to Georgia Southern University  
(include attendee's name, course number and course date on all checks.)

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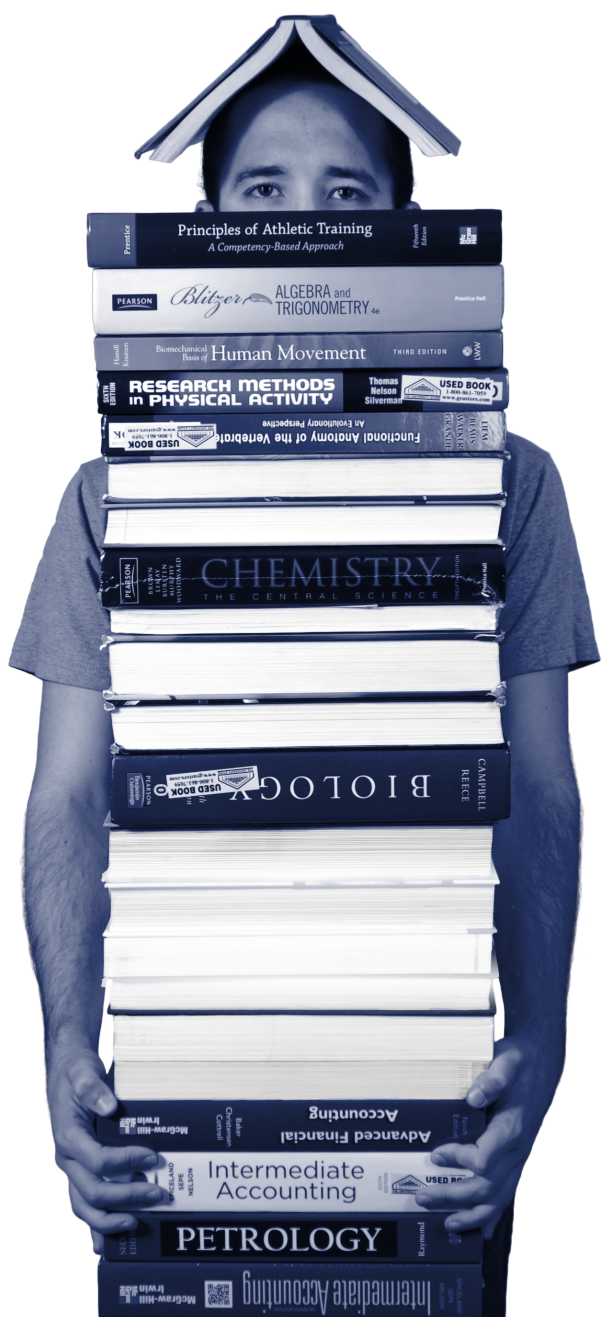
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